

VACANCY ANNOUNCEMENT

OFFICE OF GOVERNMENT ETHICS

Vacancy Announcement Number: 04-001

Opening Date: Tuesday, January 06, 2004
Closing Date: Wednesday, January 21, 2004

Position: **Administrative Officer**
Series: GS-0341-15/15

Salary: 98,023.00 – 127,434.00 USD Annually

Duty Locations: 1 vacancy – Washington Metro Area, DC

Who May Apply

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

Applications will be accepted from current Federal employees serving under a career or career conditional appointment, candidates with reinstatement eligibility, or candidates eligible for special appointing authority. VEOA-eligible veterans may apply.

Major Duties

The position you are applying for is located in the Office of Administration and Information Management. If selected, you will serve as the Associate Director for Administration and , as such, oversees the activities and responsibilities of the Administration Division. You will exercise delegated authority to oversee the planning, direction and timely execution of the programs and functions of the Division; develop multi-year plans to manage and enhance the achievement of Division goals, objectives, and performance measures. You will be relied upon for authoritative advice on all aspects of the Division's activities and participation in and contributions to senior management decisions. In addition, you will participate in the intermediate and long range planning done by agency management to ensure management goals are fully and effectively related; evaluate current administrative operations and make necessary changes to improve operations and services as appropriate; serves as a liaison with Agency management officials and employees on controversial and sensitive issues regarding human resources, procurement, physical and personnel security, and budget formulation and execution; supervise key program support personnel, including the Agency's Budget Officer, Human Resources Officer, and Administrative Officer; assigns tasks, reviews work products, interviews and selects staff, and develops performance standards as well as makes decisions on employee training, promotions, employee recognition, and disciplinary actions when warranted.

Qualifications Required

Applicant must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience is typically in or related to the work of the position described.

For each period of your employment in which you performed a mixture of duties, please indicate the approximate percent of time you spent performing each different type of work.

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

How You Will Be Evaluated

You must submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities in this announcement in order to receive consideration for this position.

1. Knowledge and demonstrated experience in the application of a broad range of managerial and administrative principles, practices, and processes to include planning, organizing, team building, and decision-making.
2. Knowledge of or ability to quickly learn the mission and strategic goals of the Agency and the ability to integrate that knowledge into the development of Division work plans, goals, and performance measures.
3. In depth knowledge of the rules, regulations, and laws pertaining to human resources, contracting, and the federal budget formulation and budget execution processes in order to manage those vital support service programs.
4. Working knowledge of information technology sufficient to evaluate and adopt such technology to improve Division activities, provide management oversight to the budgeting and purchasing of such technology, and participate in management decisions regarding the requirements for such technology operations.
5. Ability to make sound decisions and recommendations; effectively serve as a liaison for the Division to establish and maintain effective relationships with senior officials in the Agency and officials outside the Agency in organizations such as the Office of Personnel Management, the Office of Management and Budget, and the General Services Administration; negotiate workable solutions to complex controversial or sensitive problems; communicate effectively, both orally and in writing; and develop, motivate, and manage a staff of professional and clerical personnel.

For CTAP and ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

The information provided in the KSA responses will be heavily relied upon in the rating process. Applicants must prepare a concise narrative addressing EACH of the KSAs listed. Show how your experience and/or education provided you with that KSA. Responses must be separate from the application form.

How To Apply

Mail is not received directly to Human Resources, therefore, YOU MUST INDICATE THE ANNOUNCEMENT NUMBER ON THE ENVELOPE.

Status applicants with career or career-conditional status or reinstatement eligibility must submit a copy of their most recent Notification of Personnel Action (Standard Form 50) showing tenure group and promotion potential (if any). To ensure full consideration, status applicants should submit a copy of current performance appraisal report. If available non-status applicants claiming veteran preference or eligibility for Veterans Readjustment Appointment should submit a copy of their DD-214 and, if disabled, an SF-15 with letter from the Department of Veterans Affairs; tentative five point preference will be granted in the absence of the paperwork.

Applicants must submit a copy of their most recent performance appraisal and Notification of Personnel Action (SF-50) showing position title, series, and grade.

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and

postal regulations and will not be accepted.

Applicants unable to provide their most recent performance appraisal must provide written justification for its absence.

Applicants who do not submit the required items will not be considered. It is the applicants responsibility to provide documentation/proof of claimed qualifications, education, veterans preference, status (SF-50) and/or verification of eligibility for non-competitive appointment, (and eligibility for Indian Preference for Employment, where applicable). Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicants qualifications will be evaluated solely on the information submitted in their applications.

Materials submitted as a part of your application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Applicants should provide sufficient information to enable Human Resources to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment - OF 612, or any other written format you choose. Although we do not specify the format in which the information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. (See). If your application package does not provide all the information requested, you will lose consideration for the job.

Other Information

This position requires completion of a one-year probationary period.

Time in grade restrictions must be met by the closing date of the announcement.

Applicants must meet all qualification requirements by the closing date of the announcement.

This is a managerial position. If appointed to this position you must serve a one year managerial probation period, unless you have already completed one as a manager.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Government facilities are required to provide a smoke free environment for their employees. Smoking will be permitted only in designated areas.

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under authority of sections 1104, 1302, 3301, 3304, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

If claiming 5 point veterans= preference, a DD-214 must be submitted. If claiming 10 point veterans= preference, both a DD-214 and SF-15 must be submitted.

First consideration will be given to CTAP and ICTAP eligibles.

This position will be filled on a full-time permanent basis. Upon completing any required probationary period, the position will be permanent.

This is not a drug-testing designated position.

Occasional travel may be required.

Reasonable Accommodation Statement

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

EEO Statements

The Federal Government is an Equal Opportunity Employer.

It is the policy of the Government of the United States to provide equal opportunity in Federal employment for all persons and to prohibit discrimination in employment because of race, color, religion, sex, national origin, handicap, age, or sexual orientation through a continuing affirmative program in each executive department and agency.

Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization, personal favoritism or other non-merit factors.

This Department prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited basis apply to all programs.)